

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JULY 12, 2001
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman, Vice Chair
Larry Hudkins
Bernie Heier

Commissioners Absent: Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 28, 2001

MOTION: Workman moved and Heier seconded approval of the Staff Meeting minutes of June 28, 2001. Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

A. Report on Website that Calculates Acreage Costs

MOTION: Hudkins moved and Campbell seconded approval of the addition to the agenda. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

3 JUVENILE DETENTION FACILITY UPDATE - Chris Beardslee, Sinclair Hille & Associates Inc.

Chris Beardslee, Sinclair Hille & Associates Inc., distributed Progress Summary as of July 12, 2001 (Exhibit A).

Beardslee also reviewed:

- O Allowance Modification 025 - Provide an under counter dishwasher with a booster heater and garbage disposal. Add \$7,396.
- O Allowance Modification 026 - Modify architectural door hardware to reflect changes made to shop drawings. Add \$6,825.
- O Allowance Modification 027 - Change fencing as follows: Type A fence change to 4" diameter posts, delete vinyl and reduce mini-mesh to 4'. Type B fence, delete vinyl. Type C fence, change posts to 4" diameter. Add \$9,538.
- O Allowance Modification 028 - Change specified bedroom desk unit to model with sloping sides. Add \$2,448.

Beardslee recommended that Allowance Modification Numbers 025, 026, 027 and 028 be approved and that \$26,207 be drawn from the combined Contingency/Grading Allowance, leaving a balance of \$7,511.

In response to a question from Hudkins, Beardslee said pricing of a sloped metal ledge around the perimeter of the outside exercise courtyards has been requested.

Workman asked Beardslee whether he is comfortable with the amount of contingency funds remaining.

Beardslee said no, adding a change order is anticipated.

4 INSURANCE RENEWALS - Sue Eckley, Workers' Compensation & Risk Management Manager; Kent Sprague, Bob Reynoldson and Tom Champoux, UNICO Group, Inc.

Sue Eckley, Workers' Compensation & Risk Management Manager, reported that Coregis Insurance will not be renewing the Public Officials Liability Insurance.

Kent Sprague, UNICO Group, Inc., estimated that there are seven different companies that write this type of insurance and said he is in contact with these markets. He said he is also working with Eckley on gathering renewal information and is in contact with current markets to get a feel for what the renewal pricing will be.

Bob Reynoldson, UNICO Group, Inc., reported on changes affecting the insurance marketplace.

In response to a question from Workman, Sprague estimated a 12%-17% overall increase, excluding the professional type coverage.

Copies of an article, *Brokers the bearers of bad pricing news*, from the publication *Business Insurance* were also disseminated (Exhibit B).

5 SPECIAL PERMIT AT SOUTHWEST 84TH & WEST VAN DORN STREET, EXPANSION OF NONCONFORMING USE - Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, reviewed County Special Permit 188, a request from Scott Goode for a special permit to expand a nonconforming use at a location of Southwest 84th and West Van Dorn Street (Exhibit C). He said the applicant is seeking to add an addition to the existing house and could not obtain a building permit because the addition will encroach on the side yard setback. There is a recommendation of approval from the Planning Commission and Planning staff.

DeKalb said the Building & Safety Department is willing, due to the builder's time constraints, to issue the applicant a limited permit. This will allow the footings to be put in and framing to be initiated without a full permit.

The Board had no objection to issuance of the limited permit.

The Board will take action on the special permit at the July 24th County Board of Commissioners Meeting.

ADDITIONS TO THE AGENDA

A. Report on Website that Calculates Acreage Costs

Workman said he could not locate the website that would supposedly calculate acreage costs. He said other options include hiring a consultant to do an analysis of whether acreages pay their way, at an estimated cost of \$25,000 - \$30,000, or hiring a local graduate student to calculate acreage costs with the use of a manual, at an estimated cost of \$2,500.

Mike DeKalb, Planning Department, said the advantages of hiring a consultant such as Duncan and Associates, author of the Infrastructure Financing Study, to do the analysis are expertise, saleability and acceptance.

Campbell requested additional information on Duncan and Associates' expertise in the acreage area.

Heier suggested coordination with the Lincoln Board of Realtors and the Lincoln Chamber of Commerce.

6 FAMILIES FIRST & FOREMOST (F³) FLEX FUND, WEBSITE AND REGION V ISSUES - Sheryl Schrepf, Families First & Foremost (F³) Grant Director; Mike Thew, Chief Deputy County Attorney

Flex Fund

Sheryl Schrepf, Families First & Foremost (F³) Grant Director, explained that Flex Funds help to pay for the wraparound services that families receive and must fit within the plan of care for the child. Funds are only made available to the vendors, never the clients. She said use of the Flex Funds averages \$30 per family, per month, noting there are currently 50 families in the program, which will build to 80 families. Schrepf said school based wraparound services are also being initiated and Flex Funds will need to be made available for those 55 families. She explained that Child Guidance Center has been managing these funds for F³ and said an 18 month \$75,000 contract has been proposed.

The following documents were distributed (Exhibit D):

- O *Families First and Foremost Flex Funding Procedures*
- O *Individualized Services-Flexible Funding for Youth and Family Treatment, Training and Education*

Mike Thew, Chief Deputy County Attorney, read Nebraska Revised Statute § 23-104.03 and said he believes the list of approved expenses has been pared down to fit within statutory authorization. He said his concern is with funds being spent before the County Board approves the claim.

Campbell said that is how General Assistance is administered.

Thew said that is correct, but said General Assistance has very specific guidelines for funding. He said he believes that the majority of items listed can be contracted for ahead of time. Thew also noted concern with the 13% administration fee that Child Guidance Center has proposed and suggested that administration be through the County Clerk's Office, as this would afford the same control as is exercised over the County's claims process.

Campbell suggested that the policies and procedures utilized for General Assistance funding be utilized and asked that further discussion take place with Eagan; Dave Kroeker, Budget and Fiscal Officer; Susan Klein, Nebraska Health & Human Services; and Pat Lopez, Lincoln-Lancaster County Health Department. Further clarification of the federal government's expectations regarding use of Flex Funds was also requested.

Dave Johnson, Deputy County Attorney, noted that F³ has requested that the petty cash fund be increased from \$1,500 to \$2,000, with a maximum single expenditure of \$300. He said this may cover the majority of items requested.

Schrepf asked whether Child Guidance should continue to administer the funds in the interim.

Campbell said she would prefer that F³ set up its own system, rather than continue with Child Guidance.

Website

Schrepf said students from the University of Nebraska-Lincoln (UNL) have been working on a project to develop a website for F³ (Exhibit E) and said the annual cost is estimated at \$300. She said a press kit is also being developed.

The Board suggested further consultation with Gwen Thorpe, Deputy Chief Administrative Officer, and Doug Thomas, Information Services Director.

Region V

Schrepf reported that the contract with Region V for Professional Partners has been terminated, effective June 30th. She said it is likely that the State will pick up four of the six care coordinators that F³ was funding and the other two will move into the school-based wraparound services.

7 CREATION OF CASE MANAGER POSITION - Dennis Banks, Lancaster County Juvenile Detention Center Director; Sheryl Schrepf, Families First & Foremost (F³) Grant Director

Dennis Banks, Lancaster County Juvenile Detention Center Director, gave a brief report on the Case Manager position.

Campbell noted that the County has budgeted funds for this position, half from the Keno Fund and half from the Lancaster County Juvenile Detention Center budget.

8 BUDGET WORKING SESSION - Dave Kroeker, Budget and Fiscal Officer

Don Thomas, County Engineer, appeared and reviewed the following documents:

- O *Bridge Fund, Budget Worksheet Fiscal Year 2002* (Exhibit F)
- O *Highway Fund, Budget Worksheet Fiscal Year 2002* (Exhibit G)

Thomas said Personal Services increased by \$339,000 for the Bridge and Highway Funds due to benefit increases and salary adjustments.

Thomas reported that the County will receive an additional \$300,000 in highway allocation this year due to the change in census, but said these funds will be offset by the increases in Personal Services and Supplies and Materials. He said the County will receive \$585,000 in contract reimbursements this year, which is up \$260,000 over Fiscal Year 2001, but cautioned that contract reimbursements for Fiscal Year 2003 will be severely reduced.

Thomas also reported:

- \$150,000 increase in Supplies and Materials in the Highway Fund due to increases in Chemical Supplies (2106), Fuel (2151), Gravel (2202) and Grader Blades (2304) as a result of the harsh winter
- \$163,500 increase Right-of-Way (4052) in the Bridge Fund largely due to the East Van Dorn and Firth Viaduct projects (**NOTE:** Firth Viaduct costs will be offset by reimbursement from the Railroad Transportation Safety District)
- Reductions in Bituminous Surfacing (4165) in both the Bridge and Highway Funds (One mile of paving on Saltillo Road, west of Highway 77, and 3.5 miles of overlay on Denton Road were eliminated)
- Increased Sinking Fund - Special Projects (4175) from \$75,000 to \$110,000 in both the Bridge and Highway Funds to cover the local portion of the South 68th Street Project in Fiscal Year 2003
- Sinking Fund - Prior Contracts (4176) reflects money encumbered a year and a half ago that must be re-budgeted because the County has not been billed for the projects
- Machinery & Equipment (4205) in the Highway Fund includes two tractors, with cab and air conditioning; replacement of four mowers, and rollover protection
- \$60,000 of the increase in Engineering (4301) in the Bridge Fund is related to Hickman Viaduct design (**NOTE:** Cost will be offset by reimbursement from the Railroad Transportation Safety District)

Thomas said there will be 6.5 miles of new pavement and 7 miles of overlay this year. He noted that in order to make the budget work, only the local portion of the Cannongate Road, Branched Oak Dam and I-80 to the Waverly Road Projects was budgeted.

O *Special Projects, Budget Considerations* (Exhibit H)

Thomas said these are special projects that are currently outside the annual program. He said he considers paving the one mile of Saltillo Road, relocation of Wildrose Lane and the South 68th Street Project to be priorities.

In response to a question from Heier, Thomas said he believes 148th Street is taking the place of 162nd Street. He noted that \$10,000 was budgeted to hire a firm to study 148th Street as there is a possibility that it could be transferred to the Nebraska Department of Roads as a link.

Campbell said the University of Nebraska needs to be contacted to see whether it would be willing to share in the cost of the Northwest 70th & Superior Street Project.

O An explanation of tax request for the Bridge and General Fund (Exhibit I)

Thomas noted that the tax requirement to remain status quo is \$6,290,462 and said \$6,459,625 is requested.

Heier asked whether more dollars are needed for paving.

Thomas said there are additional roads that have traffic counts that make them eligible for paving. He said these are 1-1.5 years out in the paving schedule and estimated that the paving would cost \$1.5 million. Thomas said he believes the County is keeping up by paving six to seven miles per year and said he would like to work up to eight miles of paving each year. He said if there are additional funds to be put towards paving, he would prefer that they be used to fund the one mile of paving on Saltillo Road from 1st Street to Southwest 12th Street or the Special Projects.

Dave Kroeker, Budget and Fiscal Officer, reviewed the following documents (Exhibit J):

O *County Engineer Budgets*

Heier said he would like to see the County acquire the right-of-way for 98th Street before the City moves into that area.

Thomas recommended waiting to see what happens with the Lincoln City-Lancaster County Comprehensive Plan revision because that will determine what will become the public way corridors.

Workman said there were indications at the recent Officials Meeting that Lincoln's increase in population would result in more federal funding for roads.

Campbell cautioned that the criteria to receive funding will be more difficult as we are moving into the next funding category.

O *FY02 Valuations & Tax Rates*

Kroeker projected a \$3.5 million increase in property tax dollars, an 11.84% increase.

Campbell said she will not support keeping the tax rate the same. She said she believes some cuts need to be made to the budget, although not in the Bridge and Highway Funds area.

Kroeker noted that he has added \$500,000 into the necessary cash reserve for the General Fund.

O *Keno Fund, FY02 Proposed Budget*

Additional projects proposed:

- Hiring a consultant to do an analysis of whether acreages pay their way
- County match for Vocational Rehabilitation pilot project
- Northwest 70th & Superior Street project
- Garner Industries paving project
- Havelock Avenue paving project
- Software for a constituent tracking system (\$50,000)
- Adult Corrections Community Program Administrator (\$25,000)

The Board eliminated these potential projects:

- Fund Safety & Training Position (\$10,000)
- County Treasurer, one of three positions (\$25,000)

The Board asked Kroeker to check with Don Killeen, County Property Manager, to see whether the Public Building Commission is responsible for the following:

- Defibrillator (\$4,000)
- Landscaping for the Justice and Law Enforcement Center and County/City Building

O *Lancaster County Comparison FY02 to FY01 Expense Budget*

O *General Government (612)*

The Board reduced Board of Equalization (3080) by \$250,000 and Group Insurance Premium (3463) by \$25,000.

O *Justice System (628)*

The Board reduced Contingency for Adult Alternatives (3411) to \$250,000.

The Board asked Kroeker to check with Kit Boesch, Human Services Administrator, to see whether the Families First & Foremost (F³) Grant Program can assume funding of Cedars Youth Services Pretrial (3160).

- O *Health & Human Services (805)*
- O *Lancaster County, Comparison FY02 to FY01 Revenue Budget*
- O *FY02 Budget Adjustments to Agency Budgets*
- O *Community Mental Health Center Post Commitment Days*

Kroeker recommended budgeting \$150,000, with review at mid-year.

- O A funding request from Region V

The Board directed that the \$12,128 difference in allocation for Region V be subtracted from the \$75,000 the Community Mental Health Center will receive in tobacco settlement funds.

- O *Community Mental Health Center FY01/02 Budget Adjustment, July 6, 2001*
- O *Community Mental Health Center 01/02 Additional Budget Requests (Revised)*

Kroeker reported that start up funds for six Case Managers will not be required. He also suggested that provision of awake 3rd shift staff for The Heather be the responsibility of Mary O'Shea, owner of the facility.

Board consensus to use \$75,000 of the \$150,000 in anticipated tobacco settlement revenue for post commitment days to reduce the County's property tax contribution and to allow Dean Settle, Community Mental Health Center Director, to determine areas of funding totaling \$75,000 from the list previously distributed, with a report back to the Board.

- O A memorandum outlining County Extension's budget adjustment

The Board had no objection to the budget adjustment.

- O *Lancaster County Building Fund Budget*

The Board asked whether funding of the 40'x100' vehicle storage building should be a Public Building Commission expense and recommended that the funding be increased from \$150,000 to \$250,000.

The Board also:

- Transferred funding of the Downtown Senior Center Skywalk to the Keno Fund
- Reduced funding of Trabert Hall by \$30,000
- Reduced funding of Attention Center Properties \$20,000
- Reduced County share of Public Building Commission to \$50,000

- O *Lancaster County, FY02 Budget Summary Economic Development Fund*

Kroeker also referred to *Lancaster County, Summary Listing of the Requested Expense Budget, Budget Preparation for Budget Fiscal Year 2002*, a supplement to *Lancaster County Proposed Budget FY2001-02* (on file in the County Clerk's Office).

9 ACTION ITEMS

- A. Microcomputer Request C#2001-205, \$750 from the Public Defender's Budget for Five (5) Palm VII's

MOTION: Workman moved and Hudkins seconded approval. Workman, Hudkins, Heier and Campbell voted aye. Motion carried.

- B. Microcomputer Request C#2001-208, \$2,983.51 from the Microcomputer Fund for PC, Monitor, Scanner and Software for County Commissioners' Office

MOTION: Heier moved and Hudkins seconded approval. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

10 CONSENT ITEMS

- A. Vacation Request from Kerry Eagan, Chief Administrative Officer, for Friday, July 20 and Monday, July 23, 2001
- B. Vacation Request from Mike Thurber, Corrections Director, for July 12-13, 2001
- C. Vacation Request from Doug Ahlberg, Emergency Management Director, for August 23-24; October, 2-5; and November 13-16, 2001

MOTION: Heier moved and Workman seconded approval of the Consent Items. Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

- A. Interdepartmental Envelopes

Eagan said the Citizen Information Center has suggested that the City and County split the cost of printing large and small interdepartmental envelopes (see agenda packet).

Cori Beattie, County Board Administrative Secretary, appeared and questioned whether there is a need for the envelopes and whether this will be an annual expense.

The Board asked that Beattie research the matter further and report back.

B. Membership with National Association of State Agencies for Surplus Property (NASASP)

Eagan said Vince Mejer, Purchasing Agent, believes membership would be beneficial.

MOTION: Hudkins moved and Heier seconded approval of the membership and notification to Don Killeen, County Property Manager. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

C. Press Conference at Lancaster Manor by American Healthcare Association

MOTION: Hudkins moved and Heier seconded approval. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

D. BryanLGH Medical Center West Expansion Plans

Eagan reported on BryanLGH Medical Center West's expansion plans (see agenda packet for diagram). He said BryanLGH has requested:

1. To purchase the third bay of parking to the west of the Community Mental Health Center from the County
2. Swap parking on the east side of the Community Mental Health Center for the other two parking bays on the west side

Hudkins asked whether the expansion plans will affect gurney transport of mentally ill patients from the Community Mental Health Center's Crisis Center to BryanLGH Medical Center West's Psychiatric Unit.

The Board asked that a committee comprised of Eagan; Commissioner Hudkins; Don Killeen, County Property Manager; Dave Kroeker, Budget and Fiscal Officer; Dean Settle, Community Mental Health Center Director; and Dave Johnson, Deputy County Attorney, review the matter and make recommendation.

E. Membership for Kerry Eagan, Chief Administrative Officer, in the National Association of County Administrators and Attendance of International County/City Managers Association (ICMA) Conference, in Salt Lake City, Utah, September 23-26, 2001

Eagan said membership may be extended to Thorpe for an additional \$50.

MOTION: Hudkins moved and Heier seconded approval of memberships for Kerry Eagan, Chief Administrative Officer, and Gwen Thorpe, Deputy Chief Administrative Officer. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

Eagan said he is unsure of the cost of attendance.

MOTION: Hudkins moved and Workman seconded to authorize attendance by Kerry Eagan, Chief Administrative Officer, at the International County/City Managers Association (ICMA) Conference. Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

F. \$1,000,000 Grant for Drug Court

Gary Lacey, County Attorney, appeared and reported on receipt of two grants from the U.S. Justice Department totaling \$1 million for the drug courts (\$493,453 for a three year grant for the adult program and \$500,000 for a two year grant for the juvenile program).

Campbell said the Board has discussed contracting with someone in the private sector to "jump start" the Adult Corrections Community Programs and suggested that responsibility for administering the Adult Drug Court grant be assigned to this person. She said the County could fund that portion of the position and with the remainder of funding of the pilot project provided through the Keno Fund.

G. County Board Staff Meeting on Tuesday, July 17, 2001

The meeting was scheduled for 8:15 a.m.

H. County Television Programs

Thorpe said the first taping will take place on July 31st.

I. LB 640 County Aid Informational Meetings

Item held.

J. Committee Assignments

Board will review the list of committee assignments (see agenda packet).

12 DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster County Fairgrounds Joint Public Agency - Workman

Item held.

B. Public Building Commission - Campbell, Hudkins

Item held.

C. Families First & Foremost (F³) Grant Infrastructure Committee - Heier

Item held.

D. Region V Governing Board - Heier

Item held.

E. General Assistance Monitoring Committee - Campbell, Stevens

Item held.

13 ADJOURNMENT

MOTION: Heier moved and Hudkins seconded to adjourn the meeting. Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk